

**Carlisle Council on Aging Board Meeting
Carlisle Town Hall – Clark Room
November 17, 2015**

Board Members Present: Verna Gilbert, Donna MacMullan, Elizabeth Acquaviva, Kathy DeVivo-Ash, Jean Sain, Rueben Klickstein, Gio DiNicola, Peggy Hilton. **Associate Members Present:** Maxine Crowther, Jerome Lerman, Helen Lyons, Abha Singhal. **COA Staff Present:** David Klein, Angela Smith. **Friends Representative:** Joanne Forsberg.

The meeting was called to order at 10:30 AM by Verna Gilbert, Chair.

New Library Director: Verna Gilbert introduced Christine Schonhart, the new Gleason Library Director. She joined the meeting to introduce herself and find out if there is anything the library can do for the COA. She said she is working on creating a quiet study room and will build out the non-fiction collection. Angela Smith commented that many COA programs are held at the library and she is working on 2017 programs.

Secretary Minutes: A motion was made by Elizabeth Acquaviva to accept the October 20, 2015 minutes submitted by Kathy DeVivo-Ash. The motion was seconded and carried by voice vote.

Outreach and Program Manager Report: A motion was made by Donna MacMullan to accept the revised October report submitted by Angela Smith. The motion was seconded and carried by voice vote. Angela reported that the Medicare open enrollment deadline is coming up. She is still looking for people to help with snow plowing/shoveling to add to her contact list and she is also still looking for a crossing guard. January is bingo so if anyone has gifts that can be used as prizes, please let her know or bring them to the COA office after Thanksgiving. Abha Singhal indicated that she did not record the session at Benfield Farms and Angela agreed to correct the October report.

Social Worker Report: The October report was submitted by Peter Cullinane and reviewed by the Board Meeting attendees.

Minuteman Senior Services Report: Jean Sain attended the Minuteman Senior Services Board Meeting on November 4, 2015 and gave the following update:

- **Home Care** - It was a busy month for the Money Follows the Person Transition Coordinator with 5 new cases and transitions. The new support groups, De-Clutterers's and Still Parenting were well attended.
- **Community Programs** - Open enrollment has begun and the Shine program is busy at work with consumers and presentations.
- **Fundraising Activities** - Minuteman was awarded \$20,000 from Middlesex Savings Charitable Foundation for Meals on Wheels and \$5,000 from Lahey Health for Healthy Living programs. The Holiday Auction catalog now has over 100 items, valued at over \$11,000, with 8 sponsors (at \$500 each) committed.
- **Presentations** - Quality Improvement Report by Erin Weeden, Director of Operations and Quality Assurance, and Fundraising by Patti Dubielak, Director of Marketing and Development.

There was discussion about how much Carlisle pays Minuteman Senior Services and how their funds are distributed. A copy of Carlisle's Minuteman Senior Services Report for 2015 was distributed.

Friends Report: Joanne Forsberg gave an update on FOCCA. They are preparing for their annual fund raising with letters and flyers going out after Thanksgiving. She provided a copy of the flyer, which emphasizes the intergenerational aspect that the COA and FOCCA are trying to promote along with ancestry.com with the Library. The November 4 Opera meeting has been rescheduled to November 18.

Old/New Business:

- **Road Race** - Verna Gilbert gave a recap of the road race, which was a great success. Although at the beginning there was concern about turnout, in the end there were 139 pre-registrants and 40 registered on race date for a total of 179 with only about 15 no-shows. The age range was from 4 to 91. A post-mortem

meeting was held to review what worked and the improvements needed for next year. And, a decision was made to hold the race next year on Veterans Day. There was discussion about road race financials and other aspects of the race including traffic issues, eligibility, etc. Verna suggested that anyone who has comments email her so she can incorporate them into plans for next year.

- **Transportation Pilot Program** - Abha Singhal provided an update on the Transportation Pilot Program. One individual has used Flow Transportation and another has tested the van to see if his wheelchairs fit so far. An article will be in the Mosquito this coming week. The service is available to everyone although the voucher subsidy is only available for those who are disabled or are age 60 and above. If someone has an injury or illness that makes them temporarily "mobility impaired" they would be eligible as well. The service is technically available 24/7, however our vendor, Flow Transportation, is a livery service not a taxi company, so there is a 48 hour scheduling notification requirement. Requests for rides made in less than 48 hours will be handled on a best efforts basis. David Klein is working on the voucher system.
- **Draft of Noise Control Bylaw** - A draft was provided to the COA for comments. Any input should be provided to David Klein and he will pass it along to Tim Goddard, Town Administrator.

Financial Report: A motion was made by Elizabeth Acquaviva to accept the October report submitted by David Klein. The motion was seconded by Donna MacMullan and carried by voice vote. David reported that financials are on track not accounting for funds owed by LRTA so we are actually underbudget. Grants are all in good shape. Food gift certificates from Market Basket will be purchased. An explanation of the amount paid to Minuteman Senior Services was provided.

Director's Report: A motion was made by Elizabeth Aquaviva to accept the Director's report submitted by David Klein. The motion was seconded by Donna MacMullan and carried by voice vote. The Transportation Pilot Program and Road Race were covered earlier in the meeting. David reviewed the COA newsletter changes and provided some historical information regarding the vendor contract.

The next COA Board meeting will be held on December 15, 2015 at 10:30AM in the Clark Room at Carlisle Town Hall. A motion was made to adjourn the meeting and seconded by voice vote.

Kathy DeVivo-Ash
COA Co-Secretary